



JOB DESCRIPTION

Employee Name: Debra Rose Lenik

Job Title	Events Director
Reports to	Executive Director
Manages	Director of Volunteer Infrastructure, Security and Public Safety Officer, Software Developer; Venue Liaison(s), (Volunteer) Event Leadership Teams

OUR VALUES AND POSITION PURPOSE

MAGFest Inc. is a nonprofit located in Baltimore with the mission of sharing the wonder of videogames and the music in and inspired by them.

DUTIES AND RESPONSIBILITIES

Manages event branch of the org, including event-based employees & contractors:

- Develops the event leadership branch of the org structure
- Develops quarterly work plans, conducts performance reviews, and performs other management duties for their paid staff (above)
- Gives team status updates to the Executive Director

Leads strategic analysis, recommendations, and decision-making for events in consultation with Executive Director, including:

- Major events scheduling
- Major event operational and/or cultural decisions and modifications (e.g. weighing in on high-profile theming and content decisions, determining whether to engage with sponsors or high-stakes tournaments, deciding whether to add or remove major departments or features, etc.)
- Whether new events are within capacity for employees and volunteers
- Whether to take on new events

Manages event leadership teams:

- Holds regular check-ins with volunteer event leadership teams (Super div heads, Stock chairs, West chairs, Labs research team, BitGen Gamer Fest)

- On-boards, evaluates performance, and performs other management duties for volunteer event leadership teams
- Develops and maintains event leadership handbook/resources
- Puts together leadership teams for new events, and approves any new additions to leadership teams
- Mediates conflicts involving event leaders
- Makes and communicates final call on volunteer leadership disciplinary processes
- Serves as de facto event chair in absence of a dedicated leader or leadership team

Supports event infrastructural needs:

- Develops production calendar for major events
- Approves detailed budgets for events; leads Super budget process in consultation with finance team
- Assists with negotiation and approves major contracts for developmental events, including venue and AV contracts; advises on contracts for organic events as requested
- Supports relevant team members as they develop and manage contracts for smaller vendors/consultants (e.g. Dorsai, Uplift, Take This, Yetee/Fangamer, Battlepods)
- Develops event-specific content for fall & spring MAGCon; provides input on MAGCon schedules/agendas for other events
- Supports Super event launch, including IT and ticket sales logistics; provides input on launch process for other events
- Advises on policy and procedure development for other events as needed
- May provide input on volunteer or attendee disciplinary process

Supports other events as needed:

- Game Over concert operations, including budget approval
- Bitgen concert operations, including budget approval
- Awesome Con, SAAM, Artscape, PAX, and other “MAG-powered” events

Security and Public Safety needs:

- Process security logs/reports
 - Review security logs and determine what cases go to Safe Committee
 - Make decisions and manage communications for non-Safe cases
 - Respond to positive watchlist matches during pre-registration
 - Provide case summary and after-action report per event
 - Maintain watchlist in Uber
 - Maintain detailed case records in Google Drive and/or Jira
- Maintain the organization-wide Code of Conduct
 - Collect feedback/proposed changes to Code of Conduct
 - Manage comment process/period among staff
 - Draft changes to Code of Conduct or delegate as appropriate
 - Follow up with BoD and event leadership to approve, amend, or deny proposed changes

- Ensure approved changes are reflected in public-facing documentation
- Other duties as assigned

AUTHORITY

- Continually lead and inspire staff to the highest standards and best practices.
- This position has the ability to hire/fire and the ability to change other employee's terms and conditions of employment.

QUALIFICATIONS

- Bachelor's Degree in relatable field or equivalent experience
- 5+ years of event management/event planning experience
- 2+ years of volunteer management experience preferred
- Strong interpersonal skills (written and verbal) and leadership qualities necessary to communicate diplomatically and effectively with employees, volunteers, and staff
- Ability to work steadily and calmly in high pressure situations
- Initiative, follow through, sound and accurate judgement with an ability to support and explain reasoning for decisions; including appropriate people in decision-making process; and insure timely decisions are made
- Strong attention to detail
- Ability to work as part of a team
- Excellent analytical and problem solving abilities
- Working knowledge of Atlassian (Jira/Confluence) or other project management software and G Suite preferred

WORKING CONDITIONS

- Travel to meetings and events as necessary
- Work nights and weekends as necessary to attend meetings and events
- Must have access to reliable transportation and ability to travel to meetings or events at different locations
- Some heavy lifting may be required

EMPLOYEE ACKNOWLEDGMENT

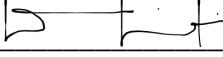
I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I further acknowledge that I meet all the qualifications listed therein.

Employment with MAGFest is at-will and either party can terminate the employment relationship at any time with or without cause and with or without notice. Nothing in this job description modifies the at-will employment relationship.

I understand that MAGFest may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name: Debra Lenik

Date: 10/01/2020

Employee Signature: 

It is the policy to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.

